

City of Des Moines

2010 Facility Reservation Guide

Your guide to pricing, policies and procedures at public rental facilities available with the City of Des Moines Parks, Recreation & Senior Services Department.



Mary's Rose Garden highlights the private 50'x50' outdoor patio at the Des Moines Activity Center.

For booking and additional inquiries visit or contact:

Des Moines Parks, Recreation & Sr. Services
1000 S. 220th Street
Des Moines, WA 98198
Phone: (206) 870-6527 Fax: (206) 870-6587
E-mail: recreation@desmoineswa.gov
Website: www.desmoineswa.gov/facility

Revised 2-15-10

Frequently asked questions: A quick reference to help you answer questions that we hear often.

How do I reserve a facility? A completed Facility Use Application and the appropriate damage deposit is due to our Field House office to book your desired facility and date.

How old is the Field House? The Field House was built in 1939 as part of the Works Progress Act. It was recognized as a King Co. Historic Landmark in 1984.

How do I pay for my reservation? We accept credit (Visa or Mastercard), debit, check, cash, or money order. Generally, deposits made with a credit/debit card are refunded more quickly.

When would I get my damage deposit back? If the facility is left in good standing expect to see your deposit refund within 30 days. Note that deposits are refunded less a \$50 booking fee.

Do I need to book rental time for set up and cleaning? Yes, all reservations must be booked to include the time that you'll need to set up and the time that you'll need to clean afterwards. Rental hours are between 8am-12am.

Can I serve alcohol at my event? Yes. Note that we require a higher damage deposit, and that it is mandatory to purchase a banquet permit and Commercial General Liability Insurance to host with alcohol in a city building. More details are inside this guide.

What kind of decorations can I have at my event? We allow decorations, provided anything on walls or windows is hung with a non-marking tape. Most light tapes (i.e. painters tape) work fine.

Here are a few things that we do NOT allow:

1. Helium balloons in facilities: unfortunately, they can set off our smoke alarms
2. Birdseed, confetti and/or rice: very difficult to clean off of concrete and hard wood surfaces
3. Staples, thumbtacks or nails: these damage our walls

What if I need to cancel my reservation? Cancellations 30 or more days prior to your party will be charged a \$100 cancellation fee. Cancellations made less than 30 days prior to an event are charged 50% of the rental fee or forfeit the damage deposit (whichever is greater).

Are there salmon in the creek that runs under the Founder's Lodge? Yes! Des Moines Creek is a salmon habitat, and it is important to keep people and debris clear of the creek.

Can I have a DJ or a live band? Yes, music is allowed at indoor facilities. Amplified sound must not be audible from 20 feet away, and it must be off by 11:00pm. Amplified sound is typically NOT allowed in Des Moines parks.

How do I know what my price will be? Pricing is based on two separate criteria: the type of event (non-profit, private or for-profit/corporate events) and residency (resident or non-resident of Des Moines). Generally, **most private events fall into the 'Group Two' category.** New accounts must provide address verification for Resident rate.



Beach Park features Des Moines Creek, which is a salmon habitat. The creek flows directly under Founders Lodge and the Dining Hall.

Facilities: Pricing and details about each rental facility

Des Moines Field House

1000 South 220th Street
Des Moines, WA 98198



Located in historic Des Moines Field House Park, the Field House was built in 1939 as part of the Works Progress Act. The building is the only full log cabin in Washington State. Generations of events have been hosted in the Field House, including weddings, reunions, community events and birthdays. The surrounding park features newly installed play equipment, two tennis courts, a skate park, baseball field, softball field and picnic shelter. The Field House offers three spaces available: the Gym (capacity 225), the Studio (capacity 60) and a Picnic Shelter (capacity 32).

Field House Gym Capacity 225

The Gym is our largest rental facility (48'x97'). It is located on the upper level of the Field House, and is ideal for large groups, receptions and public events. Its log cabin appeal is enhanced with a full-length decorative stone fireplace, a 19'x16' stage and maple flooring. 30 6' long banquet tables and up to 200 chairs are available for your event. All gym rentals have access to the downstairs kitchen space.

Field House Gym Hourly Rates (2 hour minimum)

R: Resident Discount NR: Non-Resident

| Group 1/Mon-Thurs | Group 1/Fri-Sun | Group 2/Mon-Thurs | Group2/Fri-Sun | Group 3/Mon-Thurs | Group 3/Fri-Sun |
|-------------------|-----------------|-------------------|----------------|-------------------|-----------------|
| \$55/R \$60/NR | \$70/R \$75/NR | \$65/R \$75/NR | \$80/R \$90/NR | \$75/R \$85/NR | \$90/R \$100/NR |

Field House Studio Capacity 60

Located on the lower level of the Field House, the studio is ideal for small to medium size groups. Features include tile flooring, one mirrored wall, and easy access to the kitchen as well as men's and women's restrooms. Tables and chairs are available. Please inquire in advance if you need them.

Field House Studio Hourly Rates (2 hour minimum)

R: Resident Discount NR: Non-Resident

| Group 1/Mon-Thurs | Group 1/Fri-Sun | Group 2/Mon-Thurs | Group2/Fri-Sun | Group 3/Mon-Thurs | Group 3/Fri-Sun |
|-------------------|-----------------|-------------------|----------------|-------------------|-----------------|
| \$25/R \$30/NR | \$35/R \$40/NR | \$30/R \$35/NR | \$40/R \$45/NR | \$40/R \$45/NR | \$50/R \$55/NR |



Field House Picnic Shelter Rates are on the Outdoor Facilities page

Outdoor Facilities: Shelters and Gazebos

Field House Picnic Shelter Capacity 32

1000 S. 220th Street,
Des Moines, WA 98198

On the southeast corner of Field House Park, this shelter features 3 picnic tables, 2 barbecue pits and access to play equipment, tennis courts and a skate park. The park and accompanying amenities are open to the general public daily from 8:00am-dusk. Indoor restrooms are available Mon-Fri 8am-4:30pm. Portable restrooms available after hours.

Field House Picnic Shelter Rental Rates (R=Resident/NR=Non resident)

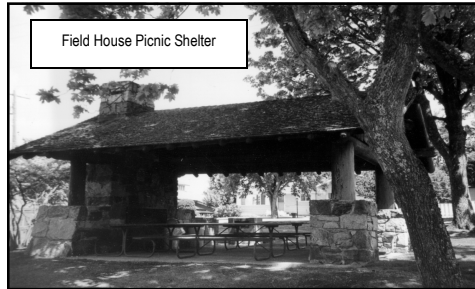
Weekday: Full Day or Hourly Options

| FULL DAY | HOURLY |
|----------------|----------------------|
| (10:30a-7p) | (2 Hour Minimum) |
| \$60/R \$65/NR | \$20 hr/R \$25 hr/NR |

Weekend: Full Day or Half Day Options

| FULL DAY | HALF DAY |
|-----------------|------------------------|
| (10:30a-7p) | (10:30a-2:30p or 3-7p) |
| \$90/R \$100/NR | \$55 hr/R \$60 hr/NR |

Weekend rates apply 5pm Fri – Sun at dusk



Wooton Park Gazebo in Redondo

28202 S. 9th Avenue
Des Moines, WA 98198

This gazebo is located in the heart of picturesque Wooton Park. An open gazebo adjacent to Redondo Beach, it is ideal for photo shoots and small events. Gazebo features include power and 2 barbecue pits. Amenities in Wooton Park include ½ court basketball, playground, large grass commons, 5 picnic tables, a rose garden, and parking lot access across Redondo Way. Public restrooms are located across Redondo Beach Drive adjacent to the pier.

Wooton Park Gazebo Rental Rates R=Resident/NR=Non resident.

Rentals are on a per day basis. Renters may use the gazebo as needed from 10:30a-7p on the date booked.

Weekday Rates

\$50/R \$55/NR

Weekend Rates

\$70/R \$80/NR

Weekend rates apply Fri-Sun



Wooton Park is adjacent to Redondo Beach. The beach offers stunning views and sunsets in the spring and summer.

Des Moines Beach Park Picnic Shelter **OFFLINE - CURRENTLY NOT AVAILABLE**

This shelter is currently offline due to construction in Beach Park. Anticipated return to public use is 2011. When available, this picnic shelter is our largest shelter (capacity 125). It is located inside historic Beach Park, about 100 yards from Puget Sound. The shelter contains 9 picnic tables, a small serving table attached to the east wall and a four-plug outlet. Several parking spaces are immediately next to the shelter. Check back in 2011 for availability.

Des Moines Activity Center *Seating Capacity 125*

2045 South 216th Street

Des Moines, WA 98198

The Des Moines Activity Center is a true hidden gem. Located on S. 216th in Des Moines, just East of the post office, the facility affords a private feel for your guests, yet is just two turns away from the Kent-Des Moines exit from I-5. Gleaming hardwood floors throughout and a large stained glass window compliment exposed wood beams. Ample on-site parking and a first class kitchen make this a perfect event space for weddings, banquets and community events.

The large classroom to the rear of the building opens to a 50'x50' concrete patio featuring a peak-a-boo view of Mt. Rainier and looks to Stephen J. Underwood Memorial Park. The patio is highlighted by the trellised landscaping of Mary's Rose Garden and a running fountain. The patio also features picnic tables for outdoor entertaining. Be sure to visit the patio and rose garden on your visit to the Des Moines Activity Center.



Mary's Rose Garden



Hardwoods throughout highlight the Activity Center.

Des Moines Activity Center Hourly Rates (2 hour minimum)

R: Resident Discount

NR: Non-Resident

| Group 1/Mon-Thurs | Group 1/Fri-Sun | Group 2/Mon-Thurs | Group2/Fri-Sun | Group 3/Mon-Thurs | Group 3/Fri-Sun |
|-------------------|-----------------|-------------------|-----------------|-------------------|------------------|
| \$60/R \$65/NR | \$75/R \$80/NR | \$70/R \$75/NR | \$95/R \$105/NR | \$85/R \$95/NR | \$105/R \$115/NR |

Des Moines Beach Park

22030 Cliff Avenue South

Make a splash by hosting at Des Moines Beach Park! Beach Park Historic District features nature's splendor. This jewel on the banks of Puget Sound features historic buildings, Des Moines Creek and Des Moines Creek Trail.

Founders Lodge Capacity 60 is available for rent in Beach Park. Floor to ceiling windows allow for gorgeous park views unobstructed to Puget Sound. Nature is ever present in this rustic venue that literally has the babbling Des Moines Creek flowing beneath it. Features include kitchen access, tables and chairs. Founders Lodge currently serves as the stage for our summer concert series, hosted late July – early August.

Des Moines Beach Park Founders Lodge Rates (2 hour minimum)

R: Resident Discount

NR: Non-Resident

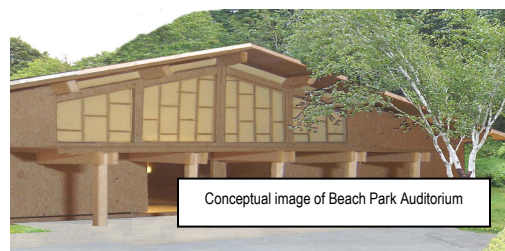
| Group 1/Mon-Thurs | Group 1/Fri-Sun | Group 2/Mon-Thurs | Group2/Fri-Sun | Group 3/Mon-Thurs | Group 3/Fri-Sun |
|-------------------|-----------------|-------------------|----------------|-------------------|-----------------|
| \$30/R \$35/NR | \$35/R \$40/NR | \$35/R \$40/NR | \$45/R \$50/NR | \$45/R \$50/NR | \$55/R \$60/NR |

Coming Soon: Beach Park Auditorium and Beach Park Dining Hall

Beach Park will be a perfect setting for large weddings and events. Currently under renovation, the Auditorium (Cap. 400) is scheduled for completion in the fall of 2010. The historic Dining Hall (Cap. 125) is scheduled for completion in the fall of 2011. These venues will offer unique venues, suited for your special event in an unrivaled setting.



Founders Lodge in Beach Park



Conceptual image of Beach Park Auditorium

FACILITY RENTAL POLICIES & PROCEDURES

How to reserve a facility, what is required, how to pay, and much more.

Facility Use Application: What you need to know to book a party with us

- A damage deposit and Facility Use Application are required to book reservations.*
- Reservations are accepted on a first paid/first served basis. ***We cannot hold dates.***
- Reservations are accepted up to one year in advance.
- Booking requests less than 30 days in advance are booked at the city's discretion.
If approved, full payment of all fees is due at the time of booking.
- Parties on the application must be at least 21 years of age and present during the event.
- Up to 2 adults may be listed on the Facility Use Agreement as applicants.
- Only applicants are authorized to sign rental checklists or make changes to your booking.
- ***Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during the event.***

For information on cancellation policy and fees, see 'Rental Fees.'

*Facility Use Applications are in this packet, online at desmoineswa.gov/facility, or
Des Moines Parks and Recreation/1000 South 220th Street, Des Moines, WA 98198.

Payment of Deposit and Rental Fees: What you'll owe, when its due, and deposit refunds

NOTE: City of Des Moines reserves the right to adjust deposit amounts based on party size and activities.

DEPOSITS *(Must be paid at time of submitting Facility Use Application to secure a facility)*

Deposit amounts:

- Picnic shelter rentals require a \$100 deposit.
- Indoor facilities with NO ALCOHOL in a building require a \$300 deposit.
- Indoor facilities with alcohol in a building require a \$400-\$1,000 deposit.
- Alcohol Deposit Guidelines: \$400 due when booking; additional deposit may be requested based on the size and type of party you host.
A general guideline is:
 - \$400 for up to 70 attendees
 - \$600 for 70-125 attendees
 - \$800 for 125-175 attendees
 - Up to \$1,000 for parties greater than 175

Refund of your deposit:

- DAMAGE DEPOSITS ARE REFUNDED LESS A \$50 CLEANING FEE. (Outdoor shelters excluded)
- Refunds are contingent upon the condition of the building following your event.
- Minimum of \$200 is deducted from damage deposit if facility is not cleaned properly by the renter.
- Rental groups automatically lose all rental deposits if the event causes a disturbance of the peace.
- Refunds will be issues within 30 days of your rental.

Note: Deposits paid by Credit/Debit card typically speed up the refund process.

RENTAL FEES

- Rental fees must be paid in full thirty (30) days prior to the event.
- Payment methods accepted are: Visa/Mastercard, Cash, Check or Money Order.
- Bookings made less than 30 days prior to an event must pay all fees in full at the time of booking.
- Additional Staff and/or security fees may be required for groups larger than 125 that are hosting with alcohol in our facilities. See 'Security Policy' below.
- Cancellation Policy and Fees
 - \$100 cancellation fee if your event is more than 30 days away.
 - Greater of the damage deposit or 50% of rental fees if cancelling less than 30 days out.

Day Of Details: What to expect during your event

The day of your event is all about the details. And we're here to help you know what you'll be responsible for, and what we will take care of. To help answer your questions, here are some general expectations and housekeeping items that we get asked often to help you understand what to expect when your big day arrives.

What We Do:

- Provide staff on-site to meet and greet you as you arrive.
- Walk through your facility to show the areas you have access to and supplies.
- Provide tables and chairs at each facility – call in advance for the amount in your facility.
- Staff each rental with at least one recreation staff member (1st is Free! Additional cost \$30/hour).
- Assist in answering questions and trouble shooting during your event.
- Guide your clean up and walk through the building to inspect prior to your departure.

You should expect to:

- Arrive at your scheduled start time. We do not allow early drop off or set up.
- Set up tables, chairs and other supplies as needed for your event.
- Maintain control of your group and ensure recreation policies are enforced.
- Clean up following your event, finishing by the end of your rental booking, including:
 - Wipe down tables and chairs used and properly return them.
 - Sweep floors and mop as needed.
 - Remove all trash to dumpsters, remove food, decorations or other supplies as you exit.
 - Walk through the building with staff and sign off on our Rental Inspection Checklist.

Building Security: Who needs it, what it costs, and how to schedule it

Large groups (greater than 150), groups with more than 125 guests hosting with alcohol or parties open to the public (regardless of size) may require additional staff and/or police supervision at an additional cost. Security and staff are assigned at discretion of the City. Applications are reviewed by Police Dept; officers are assigned per the Chief.

Rates and Information:

- 2010 rate for off duty police security is \$51/hour per officer (2 minimum)
- Additional city staffing is charged at \$30/hour for large parties (greater than 150)
- If security is assigned, hosts may review the quote and contract.
If you cancel after an initial quote, we will refund your deposit, less \$50.
- Security requires 60 days advance booking. Recreation staff will arrange security.
- Security and/or additional staff fees due at the time of rental fee payment (30 days prior to event).
- Payment installments may be approved at city discretion.

Rate Definitions: How we determine Resident or Non Resident Pricing and which 'Group' you are in

Resident Discount or Non Resident Rate?

City of Des Moines residents contribute to Parks, Recreation and Senior Services Department programs through the payment of city taxes. Effective January 1, 2010, the City of Des Moines implemented a Resident Discount Policy offering residents discounted fees for recreation programs. Non-residents and city residents who do not provide proof of residency will be assessed the full fee for programs. The Resident Discount ("RD") Fee is available to residents living within the City of Des Moines' jurisdictional boundaries. To qualify for the "RD" Fee participants must provide proof of residency such as:

- Valid picture ID with a Des Moines Address.
- Valid picture ID accompanied by a utility bill with their Des Moines Address.

Questions related to residency should be directed to 206-870-6527.

Group Classification Definitions: Which pricing group is your party in?

Group 1: Non-profit groups with proof of non-profit [(501(c)3) or similar] status.

Group 2: Open membership groups: Non-profit in nature and/or private parties.

Group 3: For Profit Public Events

Fee waivers are available for qualifying organizations at the discretion of the Parks and Recreation Director. For information on waiver requests, call (206) 870-6582.

Use of Alcohol: What you'll need to provide us with and costs associated

Alcohol is only permitted inside rented facilities. Alcohol is not permitted in parks or picnic shelters in the City of Des Moines. If you plan to host a party with alcohol in a city building, here are some things that you'll need to provide:

- All security deposits, security and staffing fees (if required), and rental fees in advance.
- Provide a Certificate of Insurance naming the City of Des Moines as additional insured.
See 'Insurance Requirements' below.
- Purchase from a State Liquor Store, display at your event, and provide us with either:
 - A Banquet Permit (to serve alcohol)
 - A Special Occasion Liquor Permit (to sell alcohol)

Items to Note with Alcohol at an event:

- Insurance costs vary per event type and size. See '*Insurance Requirements*,' for details on getting a quote.
- Rental clients are responsible for the behavior of their party.
- Alcohol is not permitted outside, in parking lots, parks or similar at any time.
- Underage drinking in a city facility is never permitted, and results in termination of the rental agreement.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated.
- Expulsion from a city facility, for any reason, results in forfeiture of all fees and deposits with no refund.

Insurance Requirements: Which parties must provide insurance, and how to get it

Insurance is required for the following types of events:

- Events serving alcohol
- Events that are open to the public
- Events involving 'high risk' physical activity as determined by the City of Des Moines
Note: Bounce houses are a 'high risk' activity, and require proper insurance
- Events that are open to the public
- Events that are selling food in a city facility

The required insurance policy is:

Commercial General Liability insurance with limits of \$1 million combined single limits per occurrence naming the City of Des Moines as an additional insured.

Where to find the proper insurance:

Renters may obtain insurance by contacting your own insurance agent or through the Washington Cities Insurance Authority (WCIA) carrier.

Insurance quotes are available by visiting Washington Cities Insurance Authority at: www.ebi-ins.com/tulip. The site will prompt you to input a building code for the facility you have booked. Codes for City of Des Moines facilities are:

Des Moines Activity Center: 0465-039 Des Moines Field House: 0465-044 Founders Lodge : 0465-047

Holidays

Holiday rental rates are an **additional \$25/hour** for all listed facilities except picnic shelters. Following are City of Des Moines observed holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and day after Thanksgiving, Christmas Eve, and Christmas Day. Holiday rentals are contingent upon staff availability.

Rental Rules and Regulations: What you should know before you arrive

RULES AND EXPECTATIONS

- Bookings are accepted (pending availability) between 8am-12am. All cleaning must conclude by 12am.
- Rental hours are consecutive and include time for delivery of supplies, set-up, take down, and clean-up.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated.
- Set-up begins at the agreed upon start time for your rental. Early delivery of supplies is not permitted.
- All items brought into a facility by the renter are to be removed by the end of the rental period.
- Renters will place garbage in the outside dumpster located in a gated area near each building.
- City-owned equipment made available and used by the rental group must be thoroughly cleaned (*includes tables, chairs, kitchen facilities, floors, sinks, restrooms, and hallways*).
- Cleaning supplies (mops, brooms, cleansers, trash bags, etc.) are available. Ask staff for supplies.
- If additional facility cleaning is required by city or custodial staff, it will be deducted from the damage deposit.
- It is the responsibility of the rental group to set up and move furnishings as desired.
Renters will be asked to replace all furnishings to their original position before leaving the facility.
- Applicants are the only individuals allowed to sign the Rental Inspection Checklist before/after the rental.
Rental clients that do not sign the Rental Inspection Checklist forfeit their damage deposit in full.
- We do not allow throwing rice, birdseed, or confetti inside or outside of the buildings.
- We do not allow helium balloons in our facilities, as they interfere with our fire detection system.
- Decorations on walls or windows are allowed with non-marring tape. No tacks, staples, glue or similar.
- Use of illegal drugs, smoking, or gambling is not permitted in any City facilities.
- Smoking is NOT permitted within 25 feet of City buildings. Renters are responsible for picking up refuse.
- Renters must keep their party in the areas rented and out of other spaces in the building.
- **All minors on the premises must have adult supervision at all times.**
- Event participants must park in designated parking areas only. Please do not park illegally or in fire lanes.
- Additional parking can be arranged at the Des Moines Field House. Call at least 2 weeks in advance.
- Parks open to the public cannot be reserved. Building and/or shelter space is available. All other spaces in parks are available to the general public on a first come-first served basis.

GENERAL RENTAL POLICIES: Lost Items, Limits of Liability, City Functions and Amplified Sound

Lost Items: Des Moines Parks & Recreation does not assume responsibility for personal property left unattended in city facilities. Lost & Found items are held 30 days and then donated to charity or disposed of.

Limited Liability: The City of Des Moines cannot be responsible for accident, injury, or loss of property.

City Events: The City of Des Moines scheduled events will take precedence over non-city events.

Music/Amplified Sound: Music played at any indoor facility or outdoor picnic shelter area must not be audible from 20 feet away. Amplified sound (band, DJ, etc.) is not allowed in parks without city approval.

Guest Conduct: Renters are responsible for the conduct of all members of their party. Disorderly conduct, intoxicated people, or disturbance of the public peace will result in being required to vacate the premises.

Misuse of any park facility or the failure to comply with these regulations will be sufficient reason for forfeiture of damage and/or denial of further reservations.